Dear (Employee Name),

The Health Services COVID Team has been notified that an individual in your building has been diagnosed with COVID-19.  This letter is to inform you that there was a positive case for the virus between [INSERT DATE] and [INSERT DATE] at (location of school or building). This person is home and will return to work as per KCKPS Board Policy.

We understand employees have the best intentions and sometimes continue to report to work when feeling ill. To maintain a safe working environment, we will repeatedly remind staff to cooperate in taking the following steps to reduce the transmission of the virus.

* Stay home when you are sick.
* Wash your hands frequently with warm, soapy water for at least 20 seconds.
* Cover your mouth with tissues whenever you sneeze, and discard used tissues in the trash.
* Avoid people who are sick with respiratory symptoms.
* Clean frequently touched surfaces.

Board policy requires a mask to be worn at all times on district property. Refusal to adhere to the policy will be addressed through our progressive discipline policy.

 We will continue to work closely with the Unified Government Public Health Department (UGPHD) to address concerns related to COVID-19. Updates and revisions will be implemented as new information and recommendations are provided by the CDC, UGPHD, and KDHE.